INSTRUCTIONS FOR CONTRIBUTORS

Contributions: The journal accepts contributions that have not been published previously or that are not under consideration elsewhere.

Manuscript submissions: Authors should submit manuscripts as an attachment in .doc or .docx format. Author identification should be removed from the file’s ‘Properties’. The file name should contain author surname and a shortened version of the article title. Author surname and article title should be separated by an underscore. Manuscripts should be sent by electronic mail to: strani.jezici@ffzg.hr

Title page: A double-spaced title page should be provided, including on separate lines: title, author's name and affiliation, full postal address, phone or cell number, e-mail address, and a shortened version of the title (up to 40 characters, including spaces).

Manuscript: Manuscripts should not exceed 9,000 words (including abstract, references, tables, figures and appendices). Book review and conference reports should not exceed 1,500 words.

All manuscripts (except for book reports and conference reports) should be accompanied by two abstracts, one in Croatian and one in English. Manuscripts in Croatian should begin with an abstract in Croatian and end with an abstract in English. Manuscripts in English should begin with an abstract in English and end with an abstract in Croatian. Manuscripts in other languages should begin with an abstract in Croatian and end with an abstract in English. Manuscripts in other languages may also be accompanied by an abstract in the language of the manuscript. The journal can provide help with the translation of abstracts in English into Croatian. Each abstract should be between 100 and 150 words.

The various elements of the manuscript should be ordered as follows: title, abstract and key words (in Croatian or English, as indicated in the paragraph above), text, references, abstracts, key words, table and figure captions, 10pt. The title should be in capitals, key words should be in italics. All section and subsection headings should begin on the left-hand margin.

Sections should be numbered up to the third level in the following manner: 1. number in bold, and the text in bold italic capitals, 1.1 number in bold, and the text in bold italic, 1.1.1 number in regular script, and the text in italics. Section titles should be preceded by a single blank line. There should be no blank lines between the section title and the first paragraph. All paragraphs except for the first paragraph below the section or subsection title should be indented. Do not leave a space between paragraphs.

Table and figures: These should be integrated into the text. Tables and figures should be numbered with Arabic numerals. Table captions should not
be followed by any blank lines. Figure captions should not be preceded by any blank lines.

**Footnotes:** These should be kept to an absolute minimum and should be indicated by superscript Arabic numerals in the text and enclosed at the bottom of the page where they are indicated. Footnotes are not to be used for citations.

**In-text citations:** Sources cited or referred to in the text should indicate the author's surname, year of publication, e.g. Cook (2000) or (Cook, 2000) as appropriate, and page number(s) when pertinent, e.g. (Cook, 2000:11). Separate works referred to in the same parenthesis should be listed in alphabetical order, e.g. (Andersen, 1998; Hellerman & Vergun, 2007; Jucker & Smith, 1998; Tagliamonte, 2005). For two-authored works list surnames of both authors, e.g. (Lightbown & Spada, 1999). A work by three authors should include all surnames in the first citation, e.g. (Celce-Murcia, Dörnyei & Thurrell, 1995); in subsequent citations only the first surname should be given followed by et al. (Celce-Murcia et al., 1995). For a work by four or more authors list only the surname of the first author followed by et al.

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